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18 June 1953

REPORT FOR THE WEEK OF 15 - 19 JUNE

To: The Deputy Director of Training (G)

From: Management Training Division

Accomplishments

Conducted the second follow-up meeting in the H. R. Program in FDD with 17 section chiefs and equivalent staff on Wednesday.

[redacted] GS-13, Chief of the Executive, Administrative, and Supervisory Training Branch, reported for duty Thursday morning. He will audit the last two days of the Basic Intelligence Course (cs) #2, and will report for the Admin Support Course #1, 22 June - 10 July, and for the Basic Intelligence Course (cs) #3, 27 July - 14 August.

[redacted] has completed all the requirements for the Ph.D. degree at the University of Wisconsin; the degree will be granted in absentia on Friday.

[redacted] will report for duty in the Clerical Training Branch on 6 July. We hope that she will prove to be the right person to become Chief of the Clerical Training Branch; she is being brought in on the slot formerly occupied by [redacted]. Although [redacted] will report for duty on 6 July, she will not be available to assist in the clerical training program until six weeks later because of the required six weeks of BIC.

[redacted] has agreed to stay on the job until [redacted] is fully oriented and able to take over [redacted] teaching assignments; this will mean extending the date of [redacted] resignation from 15 August, as originally planned, to sometime toward the end of September.

Plans

I am conferring today with [redacted] regarding FI interest in the Human Resources Program.

As soon as advised to do so by you and Mr. Stevens, shall get in touch with Booz, Allen, and Hamilton with reference to Management Training for Agency personnel.

Checking up with Basch concerning coordination between O&M and Management Training Division in the whole management training problem.

Chief, Management Training Division

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25 YEAR  
RE-REVIEW